

# **REQUEST TO MODIFY PARENTING TIME AND CHILD SUPPORT**

# **3**

**To Change an  
Existing Court Order  
When Parties Do Not Agree  
Getting the Court Order  
(Forms Packet)**



## SELF-SERVICE CENTER

### PARENTING TIME (“Visitation”) AND CHILD SUPPORT

#### PART 3 -- TO CHANGE AN EXISTING ORDER (Forms Only)

This packet contains forms to file a Petition to Modify Child Parenting Time and Child Support. Be sure the documents are in the following order:

Order	File Number	Title	# Pages
1	DRMV8ft	Table of forms in this packet (this page)	1
2	DRMV8k	Checklist: You may use these forms if . .	1
3	DRMV83f	<b><i>“Order Changing (Modifying) Parenting Time and Child Support”</i></b>	3
4	DRCVG11f	<b><i>“Parenting Plan”</i></b>	5
5	DRS12f	<b><i>“Child Support Worksheet”</i></b>	2
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## SELF-SERVICE CENTER

# ORDER TO CHANGE PARENTING TIME (Visitation) and CHILD SUPPORT

## CHECKLIST

**You may use the forms and instructions in this packet ONLY if the following factors apply to your situation:**

- ✓ You or the other party filed court papers to change parenting time and child support.
- ✓ The court case has been served on the other party.
- ✓ The court hearing is set and you want to get the paperwork for the court hearing for the judge to sign

**READ ME:** Before filing documents with the Court, consult a **lawyer** to help guard against undesired and unexpected consequences. The Self-Service Center has a list of lawyers who can give you legal advice and who can help you on a task-by-task basis for a fee, and a list of court-approved mediators as well. You may view the lists at the Self-Service Centers or from our web site at: <http://www.superiorcourt.maricopa.gov/ssc/provider/lawyers.asp>

# SUPERIOR COURT OF ARIZONA MARICOPA COUNTY

\_\_\_\_\_  
Name of Petitioner (in original case)

Case Number: \_\_\_\_\_

AND

## ORDER MODIFYING PARENTING TIME (Visitation) AND CHILD SUPPORT

\_\_\_\_\_  
Name of Respondent (in original case)

### THE COURT FINDS:

1. This case has come before this court on a ***"Petition to Modify Parenting Time or Parenting Time and Child Support."*** The court has taken all testimony needed to enter a final Order.
2. This court has jurisdiction to change parenting time and/or support, and has jurisdiction over the parties under the law. Where it has the legal power to do so and where it is applicable to the facts of this case, this court has considered, approved, and made Orders relating to parenting time and/or support.

3. This Order applies to the following child(ren):  
**NAME(s) OF CHILD(REN)**

**DATE(s) OF BIRTH(s)/AGE(s)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. **GROUND(S) FOR CHANGING PARENTING TIME OR PARENTING TIME AND SUPPORT.** (Check one box and describe why the change is in the best interest of the child(ren).)

- ☐ The Order being changed was for joint or sole custody. At least one year has passed since the earlier joint or sole custody order was entered. There have been substantial, significant and continuing changes in circumstances that make a change in parenting time and/or child support in the best interest of the child(ren) for the reasons described below:

**OR**

- ☐ The Order being changed was for joint custody. At least six months have passed since the Order was entered. One parent has not followed the Order and a change in parenting time and/or child support is in the best interest of the child(ren) for the reasons described below.

**OR**

Case No. \_\_\_\_\_

- ☐ There has been domestic violence, spousal abuse, or child abuse as described below since the date of the earlier Order, and it is in the best interest of the child(ren) that the change is made for the reasons described below: (Include a description of the domestic violence.)

**OR**

- ☐ Less than one year has passed since the Order was entered. The child(ren)'s current environment may seriously endanger the child(ren)'s physical, mental, moral or emotional health, the child(ren) is/are at risk under the current Order and it is in the best interest of the child(ren) that parenting time is changed for the reasons described below: (Include a description of the danger and risk here.)

**OR**

- ☐ It is in the best interest of the child(ren) that **no change** to parenting time and/or support is made at this time for the reasons described below.

**REASONS:** (Describe why a change in parenting time and/or support is **not** in the best interest of the child(ren).) \_\_\_\_\_  
\_\_\_\_\_

5.

- ☐ **SUPERVISED OR NO PARENTING TIME:** (if applicable)  
☐ **Supervised parenting time** between the child(ren) and ☐ Mother or ☐ Father or  
☐ Other; \_\_\_\_\_ **OR**  
☐ **No parenting time** between the child(ren) and ☐ Mother or ☐ Father or  
☐ Other; \_\_\_\_\_

is in the best interests of the child(ren) for the following reasons: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## THE COURT ORDERS:

The Order regarding parenting time and/or support dated \_\_\_\_\_ is changed as follows:

### A. PARENTING TIME:

1. ☐ **Reasonable parenting time** to the parent who does **not** have custody according to the Maricopa County Parenting Time Guidelines. **(OR)**
2. ☐ **Reasonable parenting time** to the parent who does **not** have custody according to the Parenting Plan attached. **(OR)**
3. ☐ **Supervised parenting time** but only in the presence of another person, who is named below or otherwise approved by the court.

Name of supervisor: \_\_\_\_\_

Restriction on parenting time: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The cost of supervised parenting time shall be paid by:

- ☐ Mother or  
☐ Father or ☐ Other shared equally by the parties. **(OR)**

Case No. \_\_\_\_\_

4. ☐ **No parenting time** rights to ☐Mother or ☐Father or ☐ Other\_\_\_\_\_

5. ☐ **Other parenting time** : (explain) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. CHILD SUPPORT.**

Mother or ☐ Father shall pay child support to the other party in the amount of \$ \_\_\_\_\_ per month payable on the first day of each month, beginning the first day of month following the signing of this Order. Child Support is based on the information in the Child Support Worksheet attached hereto and incorporated by reference. All child support payments shall be made through the Child Support Clearinghouse, plus an applicable statutory fee by the attached Order of Assignment. *OR*

☐ Child Support is unchanged, *or*

**CHILD SUPPORT DEVIATION.** The court, having considered the best interests of the child(ren), deviates from the guidelines for the following reasons. (Describe reasons.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**C. MEDICAL AND DENTAL INSURANCE, PAYMENTS AND EXPENSES.** ☐Mother or ☐ Father is ordered to provide medical and dental insurance for the minor child(ren). All uninsured medical and dental expenses shall be paid as follows: \_\_\_\_\_ % by Mother, and \_\_\_\_\_ % by Father.

**D. TAX DEDUCTIONS.** Mother shall claim the tax deduction for \_\_\_\_\_ ☐every year or ☐ every other year. Father shall claim the tax deduction for \_\_\_\_\_ ☐every year or ☐ every other year.

**E. MEDIATION.** In the event Mother and Father cannot agree to custody, parenting time, and/or support, the parties are required to seek a private mediator, or court-provided mediator before starting any court actions.

**F. OTHER ORDERS.** This court makes further Orders relating to this matter as follows: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DONE IN OPEN COURT:** \_\_\_\_\_.

\_\_\_\_\_  
**JUDGE OR COURT COMMISSIONER**

Name of Person Filing Document: \_\_\_\_\_  
 Your Address: \_\_\_\_\_  
 Your City, State, Zip Code: \_\_\_\_\_  
 Your Telephone Number: \_\_\_\_\_  
 ATLAS Number (if applicable): \_\_\_\_\_  
 Attorney Bar Number (if applicable): \_\_\_\_\_  
 Representing ☐ Self (Without Attorney) OR Attorney for ☐ Petitioner ☐ Respondent

## SUPERIOR COURT OF ARIZONA MARICOPA COUNTY

\_\_\_\_\_  
Name of Petitioner

Case Number \_\_\_\_\_

AND

**PARENTING PLAN FOR:**

☐ **JOINT CUSTODY WITH JOINT  
CUSTODY AGREEMENT**

**OR**

☐ **SOLE CUSTODY**

\_\_\_\_\_  
Name of Respondent

☐ Mother

☐ Father

### INSTRUCTIONS

**This document has 3 parts:** PART 1) General Information; PART 2) Custody and Parenting Time; PART 3) Joint Custody Agreement.

**One or both parents must complete and sign the Plan as follows:**

- a. If both parents agree to joint custody: Both parents must sign the Plan at the end of PART 2 and at the end of PART 3;
- b. If both parents agree to custody and parenting time arrangements but not to joint custody: Both parents must sign the Plan at the end of PART 2;
- c. If only one parent is submitting the Plan: That parent must sign at the end of PART 2

### **PART 1: GENERAL INFORMATION:**

**A. CHILDREN.** This Plan concerns the following children: (Use additional paper if necessary)


- B. CUSTODY ARRANGEMENTS REQUESTED IN THIS PLAN:** The following custody arrangement is requested: (Check the box(es) that apply.)
- ☐ **JOINT LEGAL CUSTODY DETERMINATION DEFERRED:** The parent's request for joint legal custody is deferred to the court for determination. **OR,**
- ☐ **JOINT LEGAL CUSTODY AGREEMENT:** The parents agree to joint legal custody and request the court to approve the joint legal custody arrangement as described in this Plan, **OR**
- ☐ Mother or ☐ Father will be the primary custodial parent
- ☐ **SOLE LEGAL CUSTODY AGREEMENT:** The parents agree that ☐ Mother or ☐ Father will be the parent with sole legal custody and shall be the primary custodial parent. The parents agree that since each has a unique contribution to offer to the growth and development of their child(ren), each of them will continue to have a full and active role in providing a sound moral, social, economic, and educational environment for the benefit of the child(ren), as described in the following pages. **OR,**
- ☐ **SOLE LEGAL CUSTODY REQUESTED BY THE PARENT SUBMITTING THIS PLAN:** The parents cannot agree to the terms of custody and parenting time. The parent submitting this Plan asks the court to order custody and parenting time according to this Plan.
- ☐ **RESTRICTED, SUPERVISED, OR NO PARENTING TIME:** The parent submitting this Plan asks the court for an order restricting parenting time. The facts and information related to this request are described in the Petition.

**PART 2: CUSTODY AND PARENTING TIME.** Complete each section below. Be specific about what you want the judge to approve in the court order.

- A. WEEKDAY AND WEEKEND SCHEDULE:** The time-sharing schedule will be as follows:
- ☐ The children will be in the care of Father as follows: (Explain).
- 
- ☐ The children will be in the care of Mother as follows: (Explain).
- 
- ☐ Other custody arrangements are as follows: (Explain).
- 
- ☐ Transportation will be provided as follows:
- ☐ Mother or ☐ Father will pick the children up at \_\_\_\_\_ o'clock.
- ☐ Mother or ☐ Father will drop the children off at \_\_\_\_\_ o'clock.
- Parents may change their time-share arrangements by mutual agreement with at least \_\_\_\_ days notice in advance to the other parent.
- B. SUMMER MONTHS OR SCHOOL BREAK LONGER THAN 4 DAYS:** The weekday and weekend schedule described above will apply for all 12 calendar months **EXCEPT:**
- ☐ During summer months or school breaks that last longer than 4 days, no changes shall be made. **OR,**
- ☐ During summer months or school breaks that last longer than 4 days, the child(ren) will be in the care of Father: (Explain.)
- 
- ☐ During summer months or school breaks that last longer than 4 days, the child(ren) will be in the care of Mother: (Explain.)
- 
- ☐ Each parent is entitled to a \_\_\_\_ week period of vacation time with the child(ren). The parents will work out the details of the vacation at least \_\_\_\_ days in advance.



- ☐ Should either parent travel out of the area with the child(ren), each parent will keep the other parent informed of travel plans, address(es), and telephone number(s) at which that parent and the child(ren) can be reached.
- ☐ Neither parent shall travel with the child(ren) outside Arizona for longer than \_\_\_\_\_ days without the prior written consent of the other parent or order of the court.

**C. HOLIDAY SCHEDULE:** The holiday schedule takes priority over the regular time-sharing schedule as described above. Check the box(es) that apply and indicate the years of the holiday access/Parenting time schedule.

Holiday		Even Years		Odd Years	
<input type="checkbox"/>	New Year's Eve	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father
<input type="checkbox"/>	New Year's Day	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father
<input type="checkbox"/>	Spring Vacation	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father
<input type="checkbox"/>	Easter	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father
<input type="checkbox"/>	4th of July	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father
<input type="checkbox"/>	Halloween	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father
<input type="checkbox"/>	Veteran's Day	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father
<input type="checkbox"/>	Thanksgiving	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father
<input type="checkbox"/>	Hanukkah	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father
<input type="checkbox"/>	Christmas Eve	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father
<input type="checkbox"/>	Christmas Day	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father
<input type="checkbox"/>	Winter Break	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father
<input type="checkbox"/>	Child's Birthday	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father
<input type="checkbox"/>	Mother's Day will be celebrated with the Mother every year				
<input type="checkbox"/>	Father's Day will be celebrated with the Father every year.				
<input type="checkbox"/>	Each parent may have the child(ren) on his or her birthday.				
<input type="checkbox"/>	Three-day weekends which include Martin Luther King Day, Presidents' Day, Memorial Day, Labor Day, Columbus Day, the children will remain in the care of the parent who has the child(ren) for the weekend.				
<input type="checkbox"/>	Other Holidays (Describe the other holidays and the arrangement.)				

- ☐ Each parent may have telephone contact with the child(ren) during the child(ren)'s normal waking hours
- ☐ Other (Explain)

**D. PARENTAL ACCESS TO RECORDS AND INFORMATION:** Under Arizona law (A.R.S. §25-403), unless otherwise provided by court order or law, on reasonable request, both parents are entitled to have equal access to documents and other information concerning the child(ren)'s education and physical, mental, moral and emotional health including medical, school, police, court and other records. A person who does not comply with a reasonable request for these records shall reimburse the requesting parent for court costs and attorney fees incurred by that parent to make the other parent obey this request. A parent who attempts to restrict the release of documents or information by the custodian of the records without a prior court order is subject to legal sanctions.

**E. EDUCATIONAL ARRANGEMENTS:**

- ☐ Both parents have the right to participate in school conferences, events and activities, and the right to consult with teachers and other school personnel.
- ☐ Both parents will make major educational decisions together. If the parents do not reach an agreement, then the final decision making regarding educational decisions shall be with  
☐ Mother OR ☐ Father after consultation with \_\_\_\_\_

**F. MEDICAL AND DENTAL ARRANGEMENTS:**

- ☐ Both parents have the right to authorize emergency medical treatment, if needed, and the right to consult with physicians and other medical practitioners. Both parents agree to advise the other parent immediately of any emergency medical/dental care sought for the child(ren), to cooperate on health matters concerning the child(ren) and to keep one another reasonably informed. Both parents agree to keep each other informed as to names, addresses and telephone numbers of all medical/dental care providers.
- ☐ Both parents will make major medical decisions together, except for emergency situations as noted above. If the parents do not agree, then the final decision regarding medical issues will be with:  
☐ Mother OR ☐ Father after consultation with \_\_\_\_\_

**G. RELIGIOUS EDUCATION ARRANGEMENTS:**

- ☐ Each parent may take the child(ren) to a church or place of worship of his or her choice during the time that the child(ren) is/are in his or her care.
- ☐ Both parents agree that the child(ren) may be instructed in the \_\_\_\_\_ faith.
- ☐ Both parents agree that religious arrangements are not applicable to this plan.

**H. ADDITIONAL ARRANGEMENTS AND COMMENTS:**

- ☐ **NOTIFY OTHER PARENT OF ADDRESS CHANGE.** Each parent will inform the other parent of any change of address and/or phone number in advance **OR** within \_\_\_\_\_ days of the change.
- ☐ **NOTIFY OTHER PARENT OF EMERGENCY.** Both parents agree that each parent will promptly inform the other parent of any emergency or other important event that involves the child(ren)
- ☐ **TALK TO OTHER PARENT ABOUT EXTRA ACTIVITIES.** Each parent will consult and agree with the other parent regarding any extra activity that affects the child(ren)'s access to the other parent.
- ☐ **ASK OTHER PARENT IF HE/SHE WANTS TO TAKE CARE OF CHILD(REN).** Each parent agrees to consider the other parent as care-provider for the child(ren) before making other arrangements.
- ☐ **OBTAIN WRITTEN CONSENT BEFORE MOVING.** Neither parent will move with the child(ren) out of the Phoenix metropolitan area without prior written consent of the other parent, or a court ordered Parenting Plan.
- ☐ **COMMUNICATE.** Each parent agrees that all communications regarding the child(ren) will be between the parents and that they will **not** use the child(ren) to convey information or to set up parenting time changes.
- ☐ **PRAISE OTHER PARENT.** Each parent agrees to encourage love and respect between the child(ren) and the other parent, and neither parent shall do anything that may hurt the other parent's relationship with the child(ren)

- ☐ **COOPERATE AND WORK TOGETHER.** Both parents agree to exert their best efforts to work cooperatively in future plans consistent with the best interests of the child(ren) and to amicably resolve such disputes as may arise.
- ☐ **PARENTING PLAN.** Both parents agree that if either parent moves out of the area and returns later, they will use the most recent ***"Parenting Plan/Access Agreement"*** in place before the move **or** the minimum Maricopa County Access Guidelines until other arrangements can be worked out.
- ☐ **NOTIFY OTHER PARENT OF PROBLEMS WITH TIME-SHARING AHEAD OF TIME.** If either parent is unable to follow through with the time-sharing arrangements involving the child(ren), that parent will notify the other parent as soon as possible.
- ☐ **MEDIATION.** If the parents are unable to reach a mutual agreement regarding a legal change to their parenting orders, they may request mediation through the court or a private mediator of their choice
- ☐ **DO NOT DEVIATE FROM PLAN UNTIL DISPUTE IS RESOLVED.** Both parents are advised that while a dispute is being resolved, neither parent shall deviate from this Parenting Plan, or act in such a way that is inconsistent with the terms of this agreement.

**NOTICE TO PARENTS:** Once this Plan has been made an order of the court, if either parent disobeys the court order related to parenting time with the child(ren), the other parent may submit court papers to Expedited Parenting Time Services for possible enforcement. See the Self-Service Center materials for help.

**I. SIGNATURE OF BOTH PARTIES**

Signature of Mother: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature of Father: \_\_\_\_\_ Date: \_\_\_\_\_

**PART 3: JOINT CUSTODY AGREEMENT (IF APPLICABLE):**

- A.** ☐ **JOINT CUSTODY AGREEMENT:** If the parents have agreed to joint custody, the following will apply, subject to approval by the judge:
- 1. REVIEW PARENTING PLAN.** The parents agree to review the terms of the joint custody agreement and make any necessary or desired changes every \_\_\_\_\_ months from the date of this document.
  - 2. CRITERIA.** Our joint custody agreement meets the criteria required by Arizona law (A.R.S. §25-403)
    - a.** The best interests of the child(ren) are served;
    - b.** Each parent's rights and responsibilities for personal care of the child(ren) and for decisions in education, health care and religious training are designated in this Plan;
    - c.** A schedule of the physical residence of the child(ren), including holidays and school vacations is included in the Plan;
    - d.** The Plan includes a procedure for periodic review;
    - e.** The Plan includes a procedure by which proposed changes, disputes and alleged breaches may be mediated or resolved
    - f.** The parties understand that joint custody does not necessarily mean equal parenting time.

**B. SIGNATURE OF BOTH PARENTS REQUESTING JOINT CUSTODY**

Signature of Mother: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature of Father: \_\_\_\_\_ Date: \_\_\_\_\_

(1) Name of Person Filing : \_\_\_\_\_  
 Phone Number(s): \_\_\_\_\_ / \_\_\_\_\_  
 In this case I am ☐ Petitioner or ☐ Respondent Or ☐ represented by Attorney  
 (IF) Attorney, Name: \_\_\_\_\_ Bar No.: \_\_\_\_\_  
 Atty. Email: \_\_\_\_\_ Atty. Phone: \_\_\_\_\_

**SUPERIOR COURT OF ARIZONA  
 IN MARICOPA<sup>(2)</sup> COUNTY**

**PARENT'S WORKSHEET FOR CHILD SUPPORT**

(3) Petitioner \_\_\_\_\_ (4) Case No. \_\_\_\_\_

(3) Respondent \_\_\_\_\_ (4) ATLAS \_\_\_\_\_

(5) Total Number of Children: \_\_\_\_\_

(6) Parent with Primary Custody: Father ☐ Mother ☐

(7) Parent who is filing this form: Father ☐ Mother ☐

(8) Gross Income figures for the OTHER PARENT are:

- ☐ **ACTUAL**, with proof, such as a recent W2 or pay stub attached, or other party's signed statement.  
☐ **ESTIMATED**, based on facts or knowledge of pay before promotion or of others in similar job.  
☐ **ATTRIBUTED**, based on what other party could and should be earning (see Guidelines 4e).

	<b>FATHER</b>	<b>MOTHER</b>
<b>Gross Income</b> (Pre-Tax Income. Before deductions.)	\$ _____ (9)	\$ _____
Spousal Maintenance Paid	\$ - (10)	\$ -
Spousal Maintenance Received	\$ + (11)	\$ +
Child Support Paid/Contributed	\$ - (12)	\$ -
Support of Other Children Paid	\$ - (13)	\$ -
<b>Adjusted Gross Income</b>	\$ _____ (14)	\$ _____
Combined Adjusted Gross Income	(15) \$ _____	
<b>Basic Child Support Obligation</b>	(16) \$ _____	
<b>Plus Costs for:</b>		
Medical/Dental/Vision Insurance	\$ _____ (17)	\$ _____
Childcare	\$ _____ (18)	\$ _____
Education Expenses	\$ _____ (19)	\$ _____
Extraordinary/Special Needs Child Expenses	\$ _____ (20)	\$ _____
No. of Children Age 12 or Over _____ Adjustment _____ %	(21) \$ _____	
Total Adjustments for Costs	(22) _____	
Total Child Support Obligation	(23) \$ _____	

	<b>FATHER</b>		<b>MOTHER</b>	
Each Parent's % of Combined Income	_____	% (24)	_____	%
Each Parent's Share of Tot. Support Obligation	\$ _____	(25)	\$ _____	

**Adjustment for Non Custodial Parent's Costs Associated with Parenting Time**Using Table A ☐ Table B ☐ (26)

No. of Days \_\_\_\_\_ = \_\_\_\_\_% Adjustment (from table)

x Line (16) \$ \_\_\_\_\_ (Basic Child Support Obligation) \$ \_\_\_\_\_ (27) \$ \_\_\_\_\_

**Less Noncustodial Parent's Costs for:**

Medical/Dental/Vision Insurance\* \$ \_\_\_\_\_ (28) \$ \_\_\_\_\_

Childcare\* \$ \_\_\_\_\_ (29) \$ \_\_\_\_\_

Education Expenses\* \$ \_\_\_\_\_ (30) \$ \_\_\_\_\_

Extraordinary/Special Needs Child Expenses\* \$ \_\_\_\_\_ (31) \$ \_\_\_\_\_

\*Subtract here ONLY if ADDED-IN items 17-20 above

Adjustments Subtotal \$ \_\_\_\_\_ (32) \$ \_\_\_\_\_

Preliminary Child Support Amount \$ \_\_\_\_\_ (33) \$ \_\_\_\_\_

**Self Support Reserve Test for Parent Who Will Pay**

Amount from Line (14) (Adj. Gross Inc.)

Minus Reserve Amount - \$775

Total = \$ \_\_\_\_\_ (34) \$ \_\_\_\_\_

Child Support to be Paid by: Father ☐ Mother ☐ \$   (35) \$  

Share of Travel Expenses Related to Parenting Time\* \_\_\_\_\_ % (36) \_\_\_\_\_ %

\*Only for expenses related to travel over 100 miles, one way.

Share of Medical/Dental/Vision Costs Not Paid by Insurance \_\_\_\_\_ % (37) \_\_\_\_\_ %

I declare under penalty of perjury that the foregoing is true and correct.

Executed on: \_\_\_\_\_  
Date\_\_\_\_\_  
Signature of Parent

# THE SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

(1) \_\_\_\_\_ )  
 Petitioner )  
 vs. )  
 (2) \_\_\_\_\_ )  
 Respondent )

(3) Case Number: \_\_\_\_\_

(4) ATLAS Number: \_\_\_\_\_

## ORDER OF ASSIGNMENT

**TO: Current and future employers or other payors of:**

(5) Name: \_\_\_\_\_ SSN: \_\_\_\_\_

**This order modifies and replaces any previous "Order of Assignment" with the same case number.** You shall withhold court-ordered payments as follows:

Current Child Support	\$ _____
Current Spousal Maintenance/Support	\$ _____
Payments on Arrears / Interest	\$ _____
Clearinghouse Handling Fee	\$ _____ 2.25 per month*
<b>TOTAL AMOUNT</b> per month	<b>\$ _____, but no more than</b>

**50% of disposable earnings** (A.R.S. § 33-1131). \*The Clearinghouse handling fee is set by statute and subject to change (A.R.S. § 25-510).

This **"Order of Assignment"** is effective immediately upon receipt by an employer or other payor, including self-employed persons, and continues until further Order, or until a period of 90 continuous days from the last payment to the Obligor. If you are again obligated to pay monies to the Obligor within 90 days, you are again bound by **this "Order of Assignment."** Payment must be sent to the Support Payment Clearinghouse within two (2) business days of the date the monies were withheld.

**This Order of Assignment terminates** on the last day of \_\_\_\_\_, \_\_\_\_\_ unless it includes an arrearage payment, in which case the total amount listed above shall continue to be withheld until further order.

**You shall NOT discharge or otherwise discipline the person named in this assignment, because of service of this "Order of Assignment."**

The above ATLAS number and employee's name **must** appear on the *Transmittal Form or check*. Make payments payable and send to:

**Support Payment Clearinghouse, P.O. Box 52107, Phoenix, AZ 85072-2107**

**Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.**

\_\_\_\_\_  
 Judicial Officer or Clerk of Superior Court

## **CURRENT EMPLOYER INFORMATION**

You may also fill out this form online at the Family Support Center Website at:  
<http://www.familysupportcenter.maricopa.gov>

### **THIS FORM MUST BE COMPLETED FOR:**

- ☐ **AN ORDER OF ASSIGNMENT (STAPLE TO THE ORDER OF ASSIGNMENT)**
- ☐ **ORDER TO STOP AN ORDER OF ASSIGNMENT (STAPLE TO THE STOP ORDER)**
- ☐ **NOTIFICATION OF A CHANGE OF EMPLOYER**

**CASE NUMBER:** \_\_\_\_\_

**ATLAS NUMBER:** \_\_\_\_\_

**PAYOR NAME:** \_\_\_\_\_  
**(PERSON TO MAKE PAYMENTS)**

**LIST ONLY THE EMPLOYER'S NAME AND PAYROLL ADDRESS WHERE THE ORDER OF ASSIGNMENT OR STOP ORDER SHOULD BE MAILED.**

**CURRENT EMPLOYER NAME:** \_\_\_\_\_

**PAYROLL ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**EMPLOYER TELEPHONE:** \_\_\_\_\_

**EMPLOYER FAX:** \_\_\_\_\_

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**FOR COURT USE ONLY. DO NOT WRITE BELOW THIS LINE.**

### **WA/FSC**

WA/LOG ID:	_____
TYPE OF W/A	_____
DATE	_____
AMOUNT OF ORDER	_____
EMPLOYER STATUS	_____
ENTERED BY	_____
NEW W/A	_____
AG	_____
	SUB _____
	DCSE _____

- (1) Person Filing: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, and Zip Code: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Atlas Number (if applicable): \_\_\_\_\_  
 Attorney's State Bar Number (if applicable): \_\_\_\_\_  
 Representing ☐ Self (Without a Lawyer) OR ☐ Attorney for ☐ Petitioner OR ☐ Respondent

## SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

- (2) \_\_\_\_\_ Case Number: \_\_\_\_\_ (4)  
 Petitioner

### ORDER STOPPING "ORDER OF ASSIGNMENT"

- (3) \_\_\_\_\_  
 Respondent

TO: CURRENT employers or other payors of:

Name of Obligor: \_\_\_\_\_ (5)

Social Security Number: \_\_\_\_\_

This Order concerns the "Order of Assignment" with the same case number as this "Order Stopping Order of Assignment." The "Order of Assignment" was issued on (date) \_\_\_\_\_ (6) (Indicate the Date of "Order of Assignment").

1. ☐ You shall STOP withholding monies pursuant to the "Order of Assignment:"  
☐ Immediately OR  
☐ After you withhold and send \$\_\_\_\_\_ to the Support Payment Clearinghouse.

Case Number: \_\_\_\_\_

The Clerk of the Superior Court/Clearinghouse is ordered:

- ☐ To release any monies currently in the possession of the Clerk/Clearinghouse based on an Order directing the Clerk of the Court to "hold" monies pending the direction of the Court:
- ☐ to the obligee/payee in total and any future payments, OR  
☐ to the obligor/payor in total and any future payments, OR  
☐ to the obligee/payee in the amount of \$\_\_\_\_\_. The remainder and any future payment shall be sent to the obligor/payor, OR  
☐ release current support in the amount of \$\_\_\_\_\_ per month to the obligee/payee and the remainder, if any, to the obligor/payor, OR



Case No. \_\_\_\_\_

☐ Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OR

☐ To disburse any monies received by the Clerk/Clearinghouse, from the date of this Order, from the obligor/payor/employer in the amount of \$ \_\_\_\_\_ to the obligee/payee and return the remainder to the obligor/payor.

OR

☐ To return any monies received by the Clerk/Clearinghouse, from the date of this Order, from the obligor/payor/employer to the obligor/payor.

OR

☐ Other \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
Judicial Officer